

POSITION DESCRIPTION**PT-1****Town of Needham****Data Collector****11/03*****Duties:***

Under direction of the Administrative Assessor, the incumbent is responsible for the systematic field data verification and review of approximately 10,000 residential parcels and 1,000+ personal property accounts for the Town of Needham. Additional responsibilities include a variety of administrative duties related to technical questions on auto excise tax, personal property tax and real estate abatements.

Measure and list residential and commercial/industrial real estate following approved appraisal and assessing techniques.

Conduct interviews with owners and tenants of commercial/industrial properties for rental information.

Visit businesses in the community for the purpose of listing of machinery and inventory used in the conduct of the business.

Identify property usage to determine exemption status. Ability to estimate personal property value based on machinery type, age, condition, and original cost.

Enter information into the Assessor's database.

Basic Knowledge:

High School graduate or equivalent. Within three years of hire, must obtain Massachusetts Accredited Assessor designation. Knowledgeable of MGL Chapter 59, Section 38A & 41. Working knowledge of spreadsheets, and other office automation software.

Ability to use common measuring tools, including a tape measure and measuring wheel.

Experience:

Work requires one to three years of experience in a related field.

Independent Action:

Incumbent functions independently within broad scope of established Massachusetts Department of Revenue and Board of Assessors requirements; referring specific problems to the Administrative Assessor.

Supervisory Responsibility:

None

Physical and Environmental Standards:

- A combination of office and field work. Field conditions include a variety of settings.
- Travel by town car within Town and neighboring communities.
- Must be able to climb stairs, bend, and kneel, etc. during the course of conducting inspections and taking samples. There may be sustained periods of standing and walking on various terrain and surfaces and carrying of equipment.
- Possession of a valid Massachusetts state driver's license.